

## CHAPTER 4 - REIMBURSEMENTS

**NOTE:** These instructions provide procedures for manual processing of reimbursements. Follow systems guidance for processing reimbursement of amounts collected and entered in the Financial Tracking System (FTS) and Daisy National Sales Program (DNSP).

### ***DISBURSEMENTS TO REIMBURSABLE ACTIVITIES***

1. Annotate the contract number in block 8 on DRMS Form 1709. **NOTE:** All national/international sale items requiring reimbursement must have the information input to DNSP in lieu of submitting a DRMS Form 1709. DNSP will automatically generate the appropriate reimbursement data based on input.

2. Forward annotated DRMS Form 1709 along with sales package to cashier.

3. Receive DRMS Form 1709 from clerk and verify information is correct (i.e., the abbreviated letter code(s) in column 2 corresponds with the applicable generator fund cite code(s) in column 3).

4. Prepare DD Forms 1131 for bid deposits (if applicable):

Usable sales - Type fund account code in block 3 of the DRMS Form 1709 (under accounting classification of DD Form 1131).

***NOTE: If there is a split of proceeds or a percentage to be reimbursed, bid deposits will be split on that basis.***

5. Annotate the amount and date of reimbursement onto the DRMS Form 1709.

6. Receive payment for balance due.

***NOTE: If a document is coded reimbursable, input balances due the reimbursable activity into the appropriate fund cite code for the amount that is reimbursable.***

7. Receive payment from customers billed for overages.

8. Using DD Form 1131, deposit proceeds into the appropriate account.

9. Receive delivery document.

10. Process adjustments (if applicable) to reimbursable activity using SF 1080 (see Supplement 4 for a sample SF 1080).

11. If funds have not been deposited to the appropriate reimbursable fund accounts, prepare SF 1080 for the total amount deposited to the appropriate reimbursable activity (Office Billed section of the SF 1080).

12. When funds are reimbursed to activities erroneously or for a misdescription claim, risk of loss, or any contractual circumstance encountered, notify the cashier to adjust reimbursable proceed account(s).

13. Adjust reimbursable proceeds account(s) as follows:

a. If funds are due to the same reimbursable activity or a frequent customer on a different contract or items:

- Deduct the amount over reimbursed from that contract by making an adjustment on DD Form 1131, indicating in the detailed description column the amount currently reimbursed, less the amount overly reimbursed. The amount showing in the "amount column" is the net adjustment.
- Enter the amount over reimbursed as a separate line entry on DD Form 1131 and credit it to the correct account.

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- Forward an information copy to the reimbursable activity.
  - b. If the activity is an infrequent customer and was not previously reimbursed by check:
    - Process SF 1081 to debit the account previously credited on DD Form 1131 and credit the suspense account (see Supplement 4 for a sample SF 1081).
    - Process another SF 1080 to debit the suspense account and credit the account of the activity due the reimbursement.
14. Forward a letter to the activity requesting a return of erroneous reimbursement(s).
  15. Forward a copy of the letter to the cashier.
  16. Receive funds from activity (ies) that were erroneously reimbursed.
  17. Prepare DD Form 1131 for deposit of funds to the appropriate account.
  18. Ensure suspense accounts are cleared within 60 days.